

## **2016 - 2017 GRAND OFFICER DEADLINES**

*The Grand Officer Handbooks distributed during Grand Assembly included deadlines for the first 30 days of the Grand year. During Grand Officer Leadership, the Grand Officers were given the opportunity to review and revise the duties and deadlines set for each Grand Office during Leadership, in recognition of the fact it may be difficult for 20 girls to do the work previously done by 30. During Leadership, the consensus of the Grand Officers was that no changes were needed in the duties or deadlines.*

*This version of the Grand Officer Handbook outlines the responsibilities and deadlines for the remainder of the Grand year. (It does not include information previously distributed.)*

*This document is intended to build on the document previously distributed.*

### **OCTOBER 1**

ALL: Final dress payment due to the SO; check payable to Nevada Grand Assembly

WAA: Submit preliminary plans for Rainbow Camp to the Directors of Rainbow Camp and Leadership Programs; finalize Rainbow Camp plans based on the schedule set by the Director of Rainbow Camp

Chaplain: Submit proposed themes for Rainbow Sunday and Vespers to the SO and DGO

Bow: Submit proposed projects (targeting the assigned committee) to the SO, appropriate Committee Director, and the Grand Deputy for review and approval; submit written reports to the SO and Director of assigned committee within 30 days of project

### **OCTOBER 15**

Recorder: Submit remarks for Annual Membership Report at Grand Assembly to the SO

Chaplain: Submit approved plans (theme) for Rainbow Sunday and Vespers to Lecturer and Religion

Dean: Submit Mystic Banquet remarks to the SO, Director of the Grand Cross Team, and hosting Assemblies' Grand Deputies (GDs are responsible for preparing the script)

Lecturer: Submit Grand Assembly Ceremony (which will be presented from memory) to the SO

### **NOVEMBER 1**

WAA: Submit Grand Assembly presentation information to the SO and DGO, including music, remarks, and formations

Hope: Submit preliminary plans for the Scholarship Banquet at Grand Assembly to the SO and Director of Fundraising

Faith: Submit preliminary plans for hosting the new members (girls initiated since last Grand Assembly) during Monday's luncheon (at Grand Assembly) to the SO and Director of Membership

Chaplain: Submit Rainbow Sunday message and prayers to the SO, DGO, and Lecturer

Religion: Submit scripture readings for Rainbow Sunday to the SO and DGO

Editor: Second edition of Rainbow Reflections submitted to the SO (electronically) and DPR for distribution

Historian: Coordinate voting slips for Build a Grandie Program (last Fall OV) with the DPR

Lecturer: Submit Grand Assembly message to the SO and DGO

### **LAST FALL OV:**

ALL: Submit completed quilt square (or the square and a check payable to Nevada Grand Assembly for \$25) to the DGO

Build A Grandie program: Trailer Sash and Personal Page Sash judging; presentation of Page Sash (applies only to the Line, Recorder, and Mus/CD)

Line Officers: Submit Rainbow Camp entertainment plans to the Director of GA Music; including proposed songs and prop ideas (see Flag Bearer Responsibilities)

Reps: Submit completed Rep Report Template (form) to the SO and DGO

### **MID-NOVEMBER:**

Mystic Banquet is mandatory for all Masters of the Grand Cross of Color. Requests for excused absences must be sent to the SO and GO's Grand Deputy prior to established RSVP date.

### **DECEMBER 1**

Recorder: Submit remarks to introduce and conclude the Recorder's announcements at Grand Assembly to the SO

Treasurer: Submit remarks for Annual Financial Report at Grand Assembly to the SO

Chaplain: Submit musical selections for Rainbow Sunday to the SO and Director of GA Music

Religion/Mus/CD: Submit Talent Show plans to the Director of GA Music

Lecturer: Submit Rainbow Sunday message (response) to the SO and DGO

### **JANUARY 1**

Hope: Submit remarks for Scholarship announcements, during Rainbow Sunday Celebration, to the SO and Director of Fundraising

Faith: Submit final plans for hosting the new members during Grand Assembly's Monday Luncheon to the SO and Director of Membership

Chaplain: Submit Rainbow Sunday message to the SO, DGO, and Lecturer

CD: Submit at least 12 song recommendations for the Grand Choir to sing at Grand Assembly to the Director of GA Music

Dean: Submit Rainbow Sunday message to the SO and Director of Grand Cross Team

### **FEBRUARY 1**

Hope: Submit the names of presenters at the Scholarship Banquet at Grand Assembly to the SO and Director of Fundraising

Reps: Submit draft representative report to the DGO using the established guidelines

### **FEBRUARY 15**

Hope: Submit remarks for the Scholarship Banquet at Nevada Grand Assembly to the SO and Director of Fundraising

Chaplain: Submit musical selections for Vespers to the SO and Director of GA Music

Dean: Submit Grand Assembly message regarding the Grand Cross of Color to SO and Director of Grand Cross Team

### **MARCH (@ Camp)**

ALL: Bring appropriate undergarments for dress fitting

Last Year GO: Meet with the SO and Grand Deputy (GD) to discuss Receptions

Charity: Coordinate Sweet Shoppe, with assistance of the Director of Fundraising

Religion/Mus/CD: Assist the Director of GA Music with Talent Show try-outs, as requested

Mus/CD: With the assistance of the Director of GA Music, organize and conduct a 1 to 2 hour Grand Choir practice

Editor: Third edition of Rainbow Reflections printed and ready for distribution

Historian: Coordinate voting slips for Build a Grandie Program (pantaloon, mascots, Personal Page baskets, rep reports) with the DPR

Reps: Review representative report with the DGO (bring at least 2 copies of report to Camp)

### **MARCH 15**

ALL: Grand Officer Appointment Application Package due to Mother Advisor

Last Year Grand Officers: Submit "Last Will and Testament" to the SO and DGO

DL: Schedule at least five drill practices, between April and June, with the DGO

Dean: Grand Cross of Color Luncheon remarks to the SO and Director of Grand Cross Team

Bow: Submit project report to the SO and assigned committee Director (reports are due 30 days following completion of project; this represents the absolute deadline)

### **APRIL 1**

Treasurer: Submit final report for Annual Financial Report to the SO and DGO

Religion: Submit scripture readings for Vespers to the SO and DGO

Flags: Submit Flag Tribute to SO and DGO

Reps: Submit final report to the SO and DGO; begin memorizing report as written

### **APRIL 15**

WAA: Rainbow Camp report to the SO and Director of Rainbow Camp

Charity: Statewide Fundraising report to the SO and Director of Fundraising

Hope: Statewide Fundraising and Scholarship report the SO and Director of Fundraising

Faith: Statewide Membership report to the SO and Director of Membership

Chaplain: Submit message and Invocation prayer for Vespers to the SO, DGO, and Lecturer

Religion/Mus/CD: Submit the introductions for the Talent Show at Grand Assembly to the SO and Director of GA Music

Editor: Submit Editor's report to the SO and DPR

Historian/s: Submit Historian's report (not slide show) to the SO and DPR

Lecturer: Vespers message (response) to the SO and DGO

**GWA RECEPTION:** The following should be turned into the SO

ALL: CLEAN mascot bag due to the DGO

ALL: Submit suggested revisions to next year's Handbook to the SO

WAA: Deliver completed GWA quilt to the DGO

Line Officers: Submit the introductions for Grand Assembly Entertainment to the SO and Director of GA Music (see Flag Bearer Responsibilities)

Recorder: Coordinate voting slips and awards for Grand Assembly Entertainment with the DPR

CO/OOB: Coordinate voting slips and awards for Grand Assembly Competitions with the DPR;

includes: Assembly fabric, scrapbooks, banners, etc.; does not include entertainment

## **MAY 1**

Last Year Grand Officers: Submit Reception speech to the SO and DPR for inclusion in Rainbow Reflections

## **GRAND OFFICER PRACTICE DAY**

ALL: Demonstrate proficiency in all ritualistic work, ceremonies, and reports; those who are not well prepared will present their work (again) to their Assembly based on the schedule established by the Grand Deputy

## **MAY 15**

ALL: Submit the name/s of escort/s and self-introduction to be read by the State Rainbow Dad during Escort (following the Grand Banquet) to the SO

Religion/Mus/CD: Confirm performers for the Talent Show; notify the SO and Director of GA Music of any withdrawals

Historian/s: Submit completed slide show to the DPR

**TO DO:** All Grand Officers and Grand Representatives are to bring the following to Grand Assembly:

- ✓ Build A Grandie program: Dressed mascot and Pantaloons for judging
- ✓ Protest Costume based on the protest theme selected by GWA
- ✓ Token gift for the girl/s appointed to your office/s

GO with Pages: Return Page's basket to her filled with token gifts (preferably not food items)